



**2014
OFBI Social
Entrepreneur and
Enterprise
Development
(SE²D) Project**



New Jersey's
Office of Faith-Based Initiatives
2014 Social Enterprise &
Entrepreneur Development
(SE²D)Project Opportunity T/TA

New Jersey Department of State

Friday, May 3, 2013

PSEG, 80 Park Place, Conference Room 101, Newark, NJ 07102

Tuesday, May 21, 2013

The Division of Archives and Records Management (Record Storage) 2300 Stuyvesant Avenue., Trenton, NJ 08625

Wednesday, May 22, 2013

Rutgers, School of Social Work Building, 217 North 6th Street, Camden, NJ 08102

THE T-TA OVERVIEW

Section 1: Registering and accessing the System for Filing Grants Electronically (SAGE)

Section 2: 2014 OFBI SE²D Project Grant Description

Section 3: Application Guidelines



SECTION 1

Registering and accessing the
System for Filing Grants
Electronically (SAGE)



SYSTEM REQUIREMENTS

Operating System

- NJDOS SAGE was designed to work with both of the two most common computer operating systems - Windows and Macintosh.

World Wide Web Connection

- NJDOS SAGE is an Internet application. It is accessed via the Internet and was specifically designed for Internet usage.

Web Browser

- This system was designed to be compatible with common up-to-date web browsers including Internet Explorer, Firefox, Safari, and Opera.

Adobe Acrobat Reader

- Adobe Acrobat Reader is used to view PDF (Portable Document Format) documents. The system will generate grant documents in PDF format using information that has been saved into the various narrative and budget pages.



SAGE WEBSITE

www.sage.nj.gov



NJDOS SAGE System Homepage

To access SAGE, type www.sage.nj.gov into the address bar of your web browser and hit “Enter”.
The page you see should look like the image shown below.



The screenshot shows the NJDOS SAGE System Homepage. At the top left is the State of New Jersey seal and the text "STATE OF NEW JERSEY SAGE System for Administering Grants Electronically". Below this are two buttons: "System Login" and "Portal Home". The main heading reads "Welcome to the State of New Jersey System for Administering Grants Electronically (SAGE)". Below this is a paragraph explaining that the system requires authorization and that new users should click the "New User" link. A red note states that counties and municipalities are already established SAGE user agencies and that new user access is established by agency officials in DCA SAGE. On the right is a login box with fields for "Username" and "Password", a "LOGIN" button, and links for "New User?" and "Forgot Password?". Below the main text is a "Helpful Links" box containing four links: "SAGE Help Desk and Support Services", "Search programs available through SAGE", "Request Access to SAGE", and "Reset Your Password". At the bottom, it says "Powered by IntelliGrants™" on the left and "© Copyright 2000-2010 Agate Software, Inc." on the right. A small State of New Jersey seal is in the bottom right corner.

STATE OF NEW JERSEY
SAGE
System for Administering Grants Electronically

System Login Portal Home

Welcome to the State of New Jersey System for Administering Grants Electronically (SAGE)

This is the State of New Jersey's grant management system. This system requires authorization for access. If you do not have a username and password please click the **New User** link to request access to the site.

NOTE: Counties and municipalities are already established SAGE user agencies. New user access is established by your agency's officials in **DCA SAGE**.

Login

Username

Password

LOGIN

[New User?](#) [Forgot Password?](#)

Helpful Links

- [SAGE Help Desk and Support Services](#)
- [Search programs available through SAGE](#)
- [Request Access to SAGE](#)
- [Reset Your Password](#)

Powered by IntelliGrants™

© Copyright 2000-2010 Agate Software, Inc.

Gaining access to SAGE if you are a non-profit organization:

In order to use the system you must first be granted access to it.

If you are a non profit organization to create a new user account:

From the NJDOS SAGE (sometimes known as the Blue SAGE Page) homepage (www.sage.nj.gov) click the “New User?” link located in the “Login” section.

IntelliGrants - Windows Internet Explorer provided by Office of Treasury Technology

http://demo.agatesoftware.com/IntelliGrants_NJSAGE_TrainingModule/NJSAGE/Registration.aspx

File Edit View Favorites Tools Help

IntelliGrants Outlook (1) - linda_rivera@h... IntelliGrants

STATE OF NEW JERSEY
SAGE
System for Administering Grants Electronically

NOTE: Municipality and County Authorized Official and staff must not make changes here. You should make any necessary changes in NJDCA SAGE.

If you are a municipality or county staff please [Click Here](#). You must first access the DCA SAGE system to gain access to Statewide SAGE

The 'Username' field must consist of all letters and numbers and must be between 5 and 20 characters long.

The 'Password' fields must consist of all letters and numbers and must be between 7 and 20 characters long.

Save

Contact Registration Information

Federal Employer Tax ID Number (FEIN)

Granting Department

Name
Prefix First Middle Last Suffix

Organization

Title

Address

City State Zipcode

County

Phone #1 Phone #2

Fax Cell Phone

Done

Start | Internet | 100% | 10:29 AM

Inbox - Microsoft Outlook | IntelliGrants - Windo... | Microsoft PowerPoint - [... | NJDOS_Applcant_Manu...



SAGE (Cont.)

- Select the **Department of State** as the Granting Department
- Complete the user form in its entirety.
- Fill in all information as required. All items marked with an ‘*’ are required.
- The 'Username' field must consist of all letters and numbers.
- The 'Password' field must consist of all letters and numbers and must be at least 7 characters long.
- The fields 'Password' and 'Confirm Password' must be the same.
- Make a note of your username and password.
- The Person who is to be the Authorized Official for the Organization completes the page, including Organization and title. (See Section 5 “Applicant User Types” for definitions of Authorized Officials and other user types.)
- If Organization and Title are not included your validation will be delayed.
- Click “Save” to save the data.



SAGE (cont.)

- NOTE: Once you create a user account and gain access to the system, you will never have to request access again. There is no need for multiple accounts within NJDOS SAGE. Having saved your contact information, your account must then be approved by a Department of State administrator before you can access the system.
- If you attempt to log in to the system prior to getting approved/validated by a system administrator you will receive the following message: **Your account has not been validated yet.**
- **When access has been granted you will receive an email message confirming that your account has been validated.**




Your Main Page – (Items to edit)

[Home](#) [Portal Home](#) [Pre-Applications](#) [Applications/Grants](#) [Reports](#) [Financial](#) [Projects](#)

[Training Materials](#) | [Organization\(s\)](#) | [Profile](#) | [Logout](#)


SHOW HELP

**Welcome Brad**
Authorized Official
[Change Picture](#)

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.


- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

Hello Brad, please choose an option below.

 **View Available Opportunities**


You have **159** Opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

VIEW OPPORTUNITIES

 **My Inbox**

You have **4** new messages.
Select the **Open Inbox** button below to open your system message inbox.

OPEN INBOX

 **My Tasks**

You have **471** new tasks.
You have **57** tasks that are critical.
Select the **Open Tasks** button below to view your active tasks.

OPEN TASKS



Items to Edit – User Profile

[Training Materials](#) | [Organization\(s\)](#) | [Profile](#) | [Logout](#)

SAVE SHOW HELP

[Back](#)

Profile

Please complete all the required fields below. Required fields are marked with an *.

Contact Information

Name	Prefix	First	Middle	Last	Suffix
		Brad		Jersey	

Organization NJDOT

Title

Address 1231

City Okemos State Michigan Zipcode 48864

County Alcona County

Phone #1 (989) 555-6523 Phone #2

Fax Cell Phone

Email jpost@agatesoftware.com

Website

Username bjersey

Password Confirm Password

Organization Information

Organization	Role	Active Dates	Assigned By
ABSECON CITY SCHOOL DISTRICT	Authorized Official	05/14/2012 - open ended	Sir Josh




Your Main (HOME) Page – (Items to edit)

[Home](#) [Portal Home](#) [Pre-Applications](#) [Applications/Grants](#) [Reports](#) [Financial](#) [Projects](#)

[Training Materials](#) | [Organization\(s\)](#) | [Profile](#) | [Logout](#)


SHOW HELP

**Welcome Brad**
Authorized Official
[Change Picture](#)

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.


- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

Hello Brad, please choose an option below.

 **View Available Opportunities**


You have **159** Opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

VIEW OPPORTUNITIES

 **My Inbox**

You have **4** new messages.
Select the **Open Inbox** button below to open your system message inbox.

OPEN INBOX

 **My Tasks**

You have **471** new tasks.
You have **57** tasks that are critical.
Select the **Open Tasks** button below to view your active tasks.

OPEN TASKS



Items to Edit – Organization Information

Organization - ABSECON CITY SCHOOL DISTRICT

Please complete all the required fields below. Required fields are marked with an *.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Organization Details](#)

Organization Information

Name	<input type="text" value="ABSECON CITY SCHOOL DISTRICT"/>		
Federal Tax I.D. Number	<input type="text" value="216000928"/>	*	
DUNS Number	<input type="text" value="60-312-3753"/>		
SAM CAGE Code	<input type="text"/>		
Address	<input type="text" value="800 Irelan Avenue"/>		
City	<input type="text" value="Absecon"/>	* State	<input type="text" value="New Jersey"/>
		* Zipcode	<input type="text" value="08201"/>
County	<input type="text" value="Atlantic County"/>	*	
Phone	<input type="text" value="609-641-5375"/>	* Fax	<input type="text" value="609-641-8692"/>
Email	<input type="text" value="jgiaquinto@abseconschools.org"/>		
Website	<input type="text" value="abseconschools.org"/>		



Items to Edit – Additional Profile Information

Additional Profile Information - Required for applicants to the NJ Department of State, Council on the Arts, Historical Commission, Office of Faith-Based Initiatives, and Travel and Tourism

IntelliGrants - Document Menu - Windows Internet Explorer provided by Office of Treasury Technology

http://demo.agatesoftware.com/IntelliGrants_NJ5AGE_Training/Menu_Object2.aspx?objID=438328&NavItem1=2

File Edit View Favorites Tools Help

IntelliGrants Outlook (1) - linda_rivera@h... IntelliGrants - Document ... x

STATE OF NEW JERSEY SAGE
System for Administering Grants Electronically

Home Portal Home Pre-Applications Applications/Grants Reports Financial Projects

Training Materials | Organization(s) | Profile | Logout

ADD NOTE SHOW HELP

[Back](#)

My Organization Information

Please complete all required forms below.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Organization Details](#)

Organization Details

Status	Page Name	Note	Created By	Last Modified By
	NJ State Council on the Arts Board Chart			
	Additional Profile Information – Required for applicants to the NJ Department of State			
	Additional Profile Information – Required for applicants to the NJ Department of Education		Brad Jersey	3/27/2013 1:12:20 PM
	Additional Profile Information – Required for applicants to the NJ Department of Health			
	Additional Profile Information – Required for applicants to the NJ Department of Human Services			
	Organization Vendor Numbers - Pavee Name and Address			

[Top of the Page](#)

Powered by IntelliGrants™

© Copyright 2000-2013 Agate Software, Inc.

Done Start Inbox - Microsoft Outlook IntelliGrants - Docum... Microsoft PowerPoint - [...] NJDOS_Applicant_Manua...

Internet 100% 10:54 AM



Items to Edit – Additional Profile Information

Additional Profile Information - Required for applicants to the NJ Department of State, Council on the Arts, Historical Commission, Office of Faith-Based Initiatives, and Travel and Tourism

IntelliGrants - Document Page - Windows Internet Explorer provided by Office of Treasury Technology

http://demo.agatesoftware.com/IntelliGrants_NJSAGE_Training/ObjectPage2.aspx?omniID=825778&pageID=5334

File Edit View Favorites Tools Help

IntelliGrants

Outlook (1) - linda_rivera@h... IntelliGrants - Document ...

Page Safety Tools

STATE OF NEW JERSEY
SAGE
System for Administering Grants Electronically

Home Portal Home Pre-Applications Applications/Grants Reports Financial Projects

Training Materials | Organization(s) | Profile | Logout

SAVE CHECK GLOBAL ERRORS

Back

Document Information: SAGEOI-2013-NJSAGE Test Org 1-00069

Details

You are here: > NJ SAGE Organization Information Menu > Forms Menu

Organization Information | Organization Members | Organization Documents | Organization Details

ADDITIONAL NJDOS ORGANIZATIONAL PROFILE INFORMATION

NOTE: This information is only required if you will be/are currently applying for a grant opportunity provided by the NJ Department of State (Council on the Arts, Historical Commission, Office of Faith-Based Initiatives, Travel and Tourism, and Center for Hispanic Policy Research and Development).

Instructions:

- Please enter all requested information.
- When you have finished filling out this page click the SAVE button.
- Click the Main Menu link in the top left corner of this screen to return to the Main Menu.

Charities Registration #
(enter 0000000 if exempt) CH

Division of Revenue registration number
(enter 0 if unknown or exempt)

Congressional District of Applicant

Done

Start | Internet | 100% | 10:56 AM

Inbox - Microsoft Outlook | IntelliGrants - Docum... | Microsoft PowerPoint - [...] | NJDOS_Applcant_Man...



Items to Edit – Additional Profile Information

Additional Profile Information - Required for applicants to the NJ Department of State, Council on the Arts, Historical Commission, Office of Faith-Based Initiatives, and Travel and Tourism

IntelliGrants - Document Page - Windows Internet Explorer provided by Office of Treasury Technology

http://demo.agatesoftware.com/IntelliGrants_NJSAGE_Training/ObjectPage2.aspx?omniID=925778&pgID=5334

File Edit View Favorites Tools Help

IntelliGrants Outlook (1) - linda_rivera@h... IntelliGrants - Document ...

SAVE CHECK GLOBAL ERRORS

Congressional District of Applicant
☐ (If your organization exists outside of New Jersey check this box and leave the above box blank)

State Legislative District of Applicant
☐ (If your organization exists outside of New Jersey check this box and leave the above box blank)

Date of Incorporation (MM/DD/YYYY) *

Fiscal Year Ends (MM/DD) *

Executive Director of Organization

Prefix First Name Last Name Suffix Title

* * * *

Project Director

Prefix First Name Last Name Title

Board President or Chairman

Prefix First Name Last Name Title

* *

Address

Address 2

City

State

Zipcode

Phone (###) ###-####

Email

REQUIRED FOR NEW JERSEY STATE COUNCIL ON THE ARTS ONLY

Start Inbox - Microsoft Outlook IntelliGrants - Docum... Microsoft PowerPoint - [...] NJDOS_Applicant_Manu...

Internet 100% 10:56 AM

Items to Edit – Additional Profile Information

Additional Profile Information - Required for applicants to the NJ Department of State, Council on the Arts, Historical Commission, Office of Faith-Based Initiatives, and Travel and Tourism

IntelliGrants - Document Page - Windows Internet Explorer provided by Office of Treasury Technology

http://demo.agatesoftware.com/IntelliGrants_NDSAGE_Training/ObjectPage2.aspx?omniID=825778&pgID=5334

File Edit View Favorites Tools Help

IntelliGrants

Outlook (2) - linda_rivera@h... IntelliGrants - Document ...

SAVE CHECK GLOBAL ERRORS

REQUIRED FOR NEW JERSEY STATE COUNCIL ON THE ARTS ONLY

Our organization is primarily a...

☐ Producing Organization: prepares, creates or interprets, and performs a public performance or exhibition (e.g. theatre and dance companies, symphony orchestras, museums, chorales, literary center).

☐ Performing Arts Presenting Organization: selects performing artists and companies, engages them to perform, compensates them for performance and/or services, and brings them together with audiences and communities (e.g. performing arts center, cultural events series).

☐ Service Organization: provides services to the arts community (e.g. local arts council, cultural alliance, discipline specific service organization).

The following information is requested to report on statistics nationally and is forwarded to the National Endowment for the Arts aNational Assembly of State Arts Agencies. Please call the Council office if you have any questions about the available selections.

Applicant Discipline
Choose the discipline which best describes your organization's overall primary area of work

Applicant Institution
Choose the institution type which best describes your organization

Composition of organization

Applicant Status

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	NJ State Council on the Arts Board Chart			
	Additional Profile Information – Required for applicants to the NJ Department of State			
	Additional Profile Information – Required for applicants to the NJ Department of Education		Jersey, Brad	3/27/2013 1:12:20 PM
	Additional Profile Information – Required for applicants to the NJ Department of Health			
	Additional Profile Information – Required for applicants to the NJ Department of Human Services			
	Organization Vendor Numbers - Pavee Name and Address			

Start

Inbox - Microsoft Outlook

IntelliGrants - Docum...

Microsoft PowerPoint - [...]

NJDOS_Applicant_Man...

Internet

100%

10:57 AM




SAGE (locating application)

[Home](#) [Portal Home](#) [Pre-Applications](#) [Applications/Grants](#) [Reports](#) [Financial](#) [Projects](#)

[Training Materials](#) | [Organization\(s\)](#) | [Profile](#) | [Logout](#)


SHOW HELP

**Welcome Brad**
Authorized Official
[Change Picture](#)

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.


- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

Hello Brad, please choose an option below.

 **View Available Opportunities**


You have **159** Opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

VIEW OPPORTUNITIES

 **My Inbox**

You have **4** new messages.
Select the **Open Inbox** button below to open your system message inbox.

OPEN INBOX

 **My Tasks**

You have **471** new tasks.
You have **57** tasks that are critical.
Select the **Open Tasks** button below to view your active tasks.

OPEN TASKS



SAGE (locating application)

The screenshot shows the SAGE web application running in a Windows Internet Explorer browser. The browser's address bar displays the URL: http://demo.agatesoftware.com/IntelliGrants_NJSAGE_Training/Menu_Person2.aspx?NavItem1=2&NavItemID1=1. The browser's title bar reads "IntelliGrants - Main Menu - Windows Internet Explorer provided by Office of Treasury Technology".

The application interface features the "STATE OF NEW JERSEY SAGE" logo at the top left. Below the logo is a navigation menu with tabs: Home, Portal Home, Pre-Applications, Applications/Grants, Reports, Financial, and Projects. A secondary navigation bar includes links for Training Materials, Organization(s), Profile, and Logout.

The main content area is titled "Opportunities" and includes a "Back" link. A sub-header states: "To apply for an item listed below, select the Apply Now button below each description." Two grant opportunities are listed:

- Alzheimer Day Care LOA 2012 for NJSAGE Test Org 1**
Offered By: NJSAGE_DHS
Letter of Agreement (LOA) Due Date: 04/30/2013
Description: Alzheimer Day Care LOA 2012
An "APPLY NOW" button is visible below the description.
- Area Agencies on Aging (AAA), Area Plan Contract (APC) 2013 for NJSAGE Test Org 1**
Offered By: NJSAGE_DHS
Application Due Date: 04/30/2013
Description: Area Agencies on Aging - Area plan Contract (APC) 2013

The Windows taskbar at the bottom shows the Start button and several open applications: "Inbox - Microsoft Outlook", "IntelliGrants - Main M...", "Microsoft PowerPoint - [...]", and "NJDOS_Applcant_Man...". The system clock in the bottom right corner indicates the time is 11:08 AM.



SAGE (locating application)

The screenshot shows the IntelliGrants web application running in a Windows Internet Explorer browser. The address bar displays the URL: http://demo.agatesoftware.com/IntelliGrants_NJSAGE_Training/Menu_Person2.aspx?NavItem1=2&NavItemID1=1. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows links to IntelliGrants, Outlook (3) - linda_rivera..., ProjectTrax - My Projects, Eventbrite - My Events, State of New Jersey, and IntelliGrants. The main content area lists four grant opportunities, each with a description, offered by, application due date, and an 'APPLY NOW' button.

IntelliGrants - Main Menu - Windows Internet Explorer provided by Office of Treasury Technology

Address bar: http://demo.agatesoftware.com/IntelliGrants_NJSAGE_Training/Menu_Person2.aspx?NavItem1=2&NavItemID1=1

Menu: File Edit View Favorites Tools Help

Favorites: IntelliGrants, Outlook (3) - linda_rivera..., ProjectTrax - My Projects, Eventbrite - My Events, State of New Jersey, IntelliGrants, IntelliGrants - Main Menu

Page: Page Safety Tools

Description:
Municipal Aid ATP

[APPLY NOW](#)

OFBI Direct Service 2014 for NJSAGE Test Org 1
Offered By: NJSAGE_DOS

Application Due Date:
06/20/2013

Description:
OFBI Direct Service 2014

[APPLY NOW](#)

OFBI Social Enterprise Entrepreneurial Development 2014 for NJSAGE Test Org 1
Offered By: NJSAGE_DOS

Application Due Date:
06/20/2013

Description:
OFBI SE2D 2014

[APPLY NOW](#)

Perkins Secondary Application 2014 for NJSAGE Test Org 1
Offered By: NJSAGE_DOE

Done

Taskbar: Start, Internet, Inbox - Microsoft Outlook, IntelliGrants - Main M..., OFBI_2014 DS APPLICA..., 2014 OFBI DS T-TA.pptm, SEED Project TA Present...

System tray: 3:26 PM



SAGE (entry page)

IntelliGrants - Document - Process Step - Windows Internet Explorer provided by Office of Treasury Technology

http://demo.agatesoftware.com/IntelliGrants_NJSAGE_Training/ObjectProcessStep2.aspx?Mode=1&otnID=5827&orgID=305

File Edit View Favorites Tools Help

IntelliGrants Outlook (3) - linda_rivera... ProjectTrax - My Projects Eventbrite - My Events State of New Jersey IntelliGrants IntelliGrants - Docume...

STATE OF NEW JERSEY
SAGE
System for Administering Grants Electronically

Home Portal Home Pre-Applications Applications/Grants Reports Financial

Training Materials | Organization(s) | Profile | Logout

SHOW HELP

Agreement

Please make a selection below to continue.

DOS SAGE

OFFICE OF FAITH BASED INITIATIVES DIRECT SERVICE PROGRAM

DOCUMENTS to open

- [NJ DEPARTMENT OF STATE GENERAL FUNDING GUIDELINES](#). This document identifies requirements for all organizations that are eligible to apply for funding from the Department of State. It briefly describes the review process and provides information on regulations governing grant awards.
- [NJ DEPARTMENT OF STATE/OFFICE OF FAITH-BASED INITIATIVES SE2D APPLICATION GUIDELINES](#). This document describes the eligibility criteria and specific program requirements to receive funding for the OFBI SE2D program, along with instructions for completing the Application.
- [NJ DEPARTMENT OF STATE/OFFICE OF FAITH-BASED INITIATIVES GRANT AGREEMENT](#). This document lists all Terms & Conditions that will be required of Organizations that receive funding through this grant program.

Click on "I AGREE" to acknowledge your acceptance and proceed with completing the OFBI Direct Service Grant Application.

Powered by IntelliGrants™

© Copyright 2000-2013 Agate Software, Inc.

Done

Start Internet 100% 3:27 PM

Inbox - Microsoft Outlook IntelliGrants - Docum... OFBI_2014 DS APPLICA... 2014 OFBI DS T-TA.pptm SEED Project TA Present...



SAGE (application main page)

IntelliGrants - Document Menu - Windows Internet Explorer provided by Office of Treasury Technology

http://demo.agatesoftware.com/IntelliGrants_NJSAGE_TrainingMenu_Object2.aspx

File Edit View Favorites Tools Help

IntelliGrants Outlook (3) - linda_rivera... ProjectTrax - My Projects Eventbrite - My Events State of New Jersey IntelliGrants IntelliGrants - Docume...

STATE OF NEW JERSEY SAGE
System for Administering Grants Electronically

Home Portal Home Pre-Applications Applications/Grants Reports Financial Training Materials Organization(s) Profile Logout

ADD NOTE SHOW HELP

Back

OFBI Social Enterprise Entrepreneurial Development 2014 Menu

Document Information: [OFBI14SE2D-001](#)

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	OFBI Social Enterprise Entrepreneurial Development 2014	NJSAGE Test Org 1	Authorized Official	Application in Process	07/01/2013 - 06/30/2014 06/20/2013 11:59PM

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

VIEW FORMS

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

Done

Start Inbox - Microsoft Outlook IntelliGrants - Docum... OFBI_2014 DS APPLICA... 2014 OFBI DS T-TA.pptm SEED Project TA Present...

Internet 100% 3:28 PM



SAGE (application main page)

IntelliGrants - Document Menu - Windows Internet Explorer provided by Office of Treasury Technology

http://demo.agatesoftware.com/IntelliGrants_NJSAGE_TrainingMenu_Object2.aspx

File Edit View Favorites Tools Help

IntelliGrants Outlook (3) - linda_rivera... ProjectTrax - My Projects Eventbrite - My Events State of New Jersey IntelliGrants IntelliGrants - Docume...

ADD NOTE SHOW HELP

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	OFBI Social Enterprise Entrepreneurial Development 2014	NJSAGE Test Org 1	Authorized Official	Application in Process	07/01/2013 - 06/30/2014 06/20/2013 11:59PM

View, Edit and Complete Forms
Select the **View Forms** button below to view, edit, and complete forms.
[VIEW FORMS](#)

Change the Status
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.
[VIEW STATUS OPTIONS](#)

Access Management Tools
Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.
[VIEW MANAGEMENT TOOLS](#)

Examine Related Items
Select the **View Related Items** button below to view related items such as claims, messages, etc.
[VIEW RELATED ITEMS](#)

[Top of the Page](#)
Powered by IntelliGrants™

© Copyright 2000-2013 Agate Software, Inc.

Done

Start Internet 100% 3:28 PM

Inbox - Microsoft Outlook IntelliGrants - Docum... OFBI_2014 DS APPLICA... 2014 OFBI DS T-TA.pptm SEED Project TA Present...



Social Entrepreneur & Enterprise Development (**SE²D**) Project

Social Innovation: A Breed of New Leadership



The Role of Social Entrepreneurship and the NJOFBI

- ETI
- NP ETI
- New Vision for Social Entrepreneurship and the NJOFBI



New Vision for the NJOFBI

- To nurture an environment that allows for the development of Social Entrepreneur Ventures (SEVs) & Social Innovative Programming that create innovative approaches to address social issues.
- These innovative approaches will drive the complete capital market to eventually scale promising and potentially transformative community based approaches that solve intractable social issues.



Creating a New Truth

- Arthur Schopenhauer observed
 - “every truth passes through three stages. First, it is ridiculed. Second, it is violently opposed. Third, it is accepted as being self evident”



Why Hasn't Innovation Happened?

US Economy Success in Innovation

- Moore's Law re-doubling computer processing speeds and memory every 24 months
- Gains in medicines leading to a 50% reduction in death rates from coronary heart disease & childhood cancers

Social Sector

- Frozen in time
 - Since war on Poverty the real median incomes among the poorest 20% hasn't moved
- Our national test scores on math and reading have not changed either



Why has the Social Sector Been Stuck?

- Lack of a rigorous evidence in determining which innovations are adopted and which are not.
- Social Innovation can create the rigorous feedback loop we need to correctly allocate government's abundant social sector resources.
 - Abundant because government dedicates tremendous resources and talent towards addressing our most intractable social problems;
 - Vastly more money than all philanthropy combined.



Define

- **Social Innovation** – New ideas that work in meeting social goals.
- **Social Entrepreneurship** - Social entrepreneurship is innovative social value creating activities that can occur within or across the nonprofit business and public sectors.
- **Social Innovative Programming** – is the development and eventual scaling of promising and potentially transformative community based approaches that solve critical problems.
- **Social Enterprise Venture** – is an organization, or activity within an organization that “harnesses the power of the market place to solve critical social or environmental problems through direct service.”



What is a Social Enterprise Venture

- Is an organization, or activity within an organization that harnesses the power of the market place to solve critical social or environmental problems.
- It's an organization or venture (within an organization) that advances a social mission through market-based strategies. These strategies include receiving earned income in direct exchange for a product, service or privilege.



Differences Between SE and Businesses, Nonprofits, and Government

- **It directly addresses an intractable social need and serves the common good**, either through its products and services or through the number of disadvantaged people it employs.
- **Its commercial activity is a strong revenue driver**, whether a significant earned income stream within a nonprofit's mixed revenue portfolio, or a for profit enterprise.
- **The common good is its *primary* purpose**, literally “baked into” the organization's DNA, and trumping all others.



SE Venture Types

- **Education and Training:** use training to advance the field they work (i.e., summer institute for teachers, training for graduate students)
- **Retail/thrift shop**
- **Consulting services**
- **Housing and construction (i.e., Chicago's Hispanic CDC)**
- **Food service/catering**
- **Arts venture (theatre companies, arts education organizations or museums)**



SEV Examples

- **Elijah's Promise, New Brunswick**
- **Gulf Coast Enterprise, Florida** – works with people with disabilities
 - Government contracts Naval Air Station
- **Triangle Residential Options for Substance Abusers, North Carolina**
 - Moving company
 - Lawn care business
- **Nuestra Raices, Massachusetts**
 - Promotes urban agriculture
 - Community gardens that produce \$1,000 worth of organic produce each year
- **Workforce Inc., Indiana**
 - Training and hiring ex-offenders to work in its e-waste business



NFF State of the Sector Survey

Demand for services

- 78% increase in 2012
- 85% increase in 2013

Resources not keeping up with demands

- 50% of nonprofits are not able to meet demand
- Government contracting rarely covers full cost of services
- 1 in 3 orgs received less government resources in 2012 than in 2011



NFF State of the Sector Survey (cont)

Imperative to change

- 2 in 5 orgs lack the mix of financials to be effective over the next 3 years
- 2 in 5 plan to fundamentally change how they raise and spend money



Federal Government

2014 federal budget proposes to catalyze the development of social innovation at the state and local level @ \$500,000,000.00

- \$185 million to support social innovative projects in the areas of job training, education, criminal justice, housing, and disability services
- \$300 million social finance incentive fund at the Dept. of Treasury to help state and local governments implement social financed program for successful money saving services
- 5% of proceeds from sale of excess federal property to support social innovative programs that save tax payers money by reducing homelessness



What is the Alchemy?

- Passion
- Focus
- Idea
- Execution
- Solutions Oriented
- Asset/Deficit Based Thinking
- Resource Magnate
- Deep and Unshakeable Obligation to a Cause



Passion

- High level of passion.....not fleeting
- Will cover a multitude of sins
- Sustains you in this very lonely endeavor of being on the cutting edge of social change



Focus

- Permitting clear perception or understanding; directed attention
- Ability to execute because of focus because of deep & regular business planning
- Having the right people on the bus
- Testing the idea time and time again



Idea/Plan & Execution

- The idea of having a plan, a flexible plan
- It's not about the idea, you need to execute on it
 - You have to prove your model of social change is having an impact
 - You have to build upon your mission driven business



Solutions Oriented

- Being in the business of solving problems rather than being in the business of generating ideas
- Must be able to show progress in solving the problem your organization is in the business to solve



Asset/Deficit Based Thinking

- Deficit Based Thinking: Sees only problems with no solution
- Asset Based Thinking: Every problem the rest of us see, a Social Entrepreneur will see an opportunity for social change
 - Executing against all odds when everyone else sees problems, you see opportunities



Resource Magnate

- Capable of drawing to the cause
 - Financial Capital
 - Human Capital



Unshakeable Obligation to a Cause

- Foundational quality that's built upon daily.
 - The foundational belief is self sustaining



Transitioning from an old way of thinking to creating a New Truth.

What we use to do ...

- Outcome Objectives
- Collaboration
- Grants

What we need to do ...

- Performance Measurement
- Collective Impact
- Social Finance
 - Complete Capital Market
 - SIB social finance mechanism



What we Need to Do

- **Develop good performance measurement systems:** provides vital information for advancing social innovation: the process of developing, testing, and honing new and potentially transformative approaches to existing social issues.
- **Embrace Collective Impact:** Common Agenda, Shared Measurement, Mutually Reinforcing Activities, Continuous Communication, Backbone Org.
- **Social Finance:** Bringing together the capital market to support the resources needed by enterprising nonprofits.



The goals of the SE²D project:

Goal I:

- To be a national and international leader in creating a sustainable environment where SEVs flourish and grow.

Goal II

- To develop effective social financing approaches designed to drive the complete capital market.

Goal III

- To enhance the capacity of faith and community based organizations become investment ready and launch promising and potentially transformative community based approaches that solve intractable social issues.



ELIGIBILITY CRITERIA

To be eligible to submit an application for the **SE²D** Project an applicant must submit a joint application as the lead agency in conjunction with its social purpose alliance.

The Lead Agency must:

- Be a faith-based non-profit and/or community-based organization;
- Be incorporated in the State of New Jersey as a non-profit corporation or a foreign non-profit corporation. A foreign non-profit corporation must provide a copy of the corporation's "Certificate of Authority";



ELIGIBILITY CRITERIA (CONT.)

- Be tax-exempt
- Be in good standing with the Department of Treasury, Business Service Center;
- Be registered with the New Jersey Division of Consumer Affairs, Charitable Registration and Investigation Section.
- Social Purpose Alliance Support Letters

Houses of Worship are not eligible to apply as lead agencies



ELIGIBILITY CRITERIA (CONT.)

Social Purpose Alliances:

- May not partner with the lead organization's sister organization and/or for profit and non-profit organizations led by the same person or governing entity;
- Houses of Worship are eligible to partner as a collaborating organization, but cannot receive state funds that are granted to lead organizations.



Program Funding Provisions

All grant recipients will be required to comply with all items listed below:

1. **Nondiscrimination by Religious Organizations and Entities**
2. **Recognition of Cultural Sensitivity**



General Information

- Applicants can only apply for one funding category .

Awards are subject to the
availability of funding.



\$\$ Investment Opportunity (FUNDING) \$\$

\$340,000 will be awarded for the period beginning July 1, 2013 through June 30, 2014 .

Service Category	Maximum Request	Total Funding Available
SE ² D Project I	\$50,000	\$250,000
SE ² D Project II	\$22,500	\$90,000



Funding Categories - SE²D I

- **SE²D Project I** will provide capital formation investments (grants) to existing SEVs with the intent to leverage the SE²D Projects capital investment with other private investments designed to grow and scale the enterprise.
- The overall goal for **SE²D Project I** is to determine the social impact of their enterprise by how many additional individuals will be trained and hired by the enterprise within the first year. **SE²D Project I** must also identify complete capital investors and make at minimum two pitches to access investment opportunities within the contract year.



Funding Categories - SE²D I

SE²D Project I

- **Must provide a 25 percent cash match or \$12,500 of the total award. 25 percent or \$3,125 of the cash match must be on hand on day of submittal. The complete match must be on hand on date of contract execution**
- SEV must be beyond the development stage and at the growth stage;
- They must have been in operation for at least 1 – 3 years;
- Currently generates revenue
- Participate in the capacity building entrepreneur training to determine the effectiveness of its business plan.
 - The cost for the business plan development training will be incorporated into the **SE²D Project** budget at \$700 per participant
- Participate in an entrepreneur mentoring component by entrepreneurs that have expertise in scaling enterprise



Funding Categories - SE²D II

- The goal of **SE²D Project II** is to provide capacity building capital to nonprofit organizations that are in the emergent stage of forming SEVs
- **SE²D Project II** is seeking to determine how many individuals will participate in training, the duration of the training and the number of participants that will be hired to support the enterprise.
- **SE²D Project II** must identify potential investors to launch their project within the first year of the program.
- **SE²D Project II** must also develop a sound business plan, identify potential investors, and pitch their idea to access working capital prior to the end of the contract year.



Funding Categories - SE²D II

- **Must provide a 25 percent cash match or \$5,625. 25 percent or \$1,406 of the cash match must be on hand on day of submittal. The complete match must be on hand on date of contract execution**
- Must commit to attend mandatory capacity building entrepreneur training sessions;
 - Two Day Social Entrepreneur Boot Camp (SEBC).
 - Participation by the organization's executive director, board president, board treasurer, and board secretary is mandatory
 - The cost for both the boot camp and the business plan development training will be incorporated into the SE²D Project II budget at \$1,400 per participant



Application Requirements

- The proposal is to be submitted via the Department of State System for Filing Grants Electronically (SAGE) system no later than 4:59PM, June 20, 2013.
- **Applicants will be notified of the results in August 2013.**



Application Requirements (Cont.)

APPLICATION FORMAT

SECTION 1 Executive Summary

SE²D Project I & II: The executive summary should provides an enthusiastic snapshot of your SEV, explaining who is launching the SEV, what's it suppose to do and why. It must also indicate the social issue that the SEV is attempting to address. The executive summary should make the reader want to learn more and have a basic understanding of the SEV



SAGE (executive summary)

IntelliGrants - Document Page - Windows Internet Explorer provided by Office of Treasury Technology

http://demo.agatesoftware.com/IntelliGrants_NJ/SAGE_Training/ObjectPage2.aspx?omniID=74205&pgID=21662

File Edit View Favorites Tools Help

IntelliGrants Outlook (S) - linda_rivera... ProjectTrax - My Projects Eventbrite - My Events State of New Jersey IntelliGrants IntelliGrants - Docume...

STATE OF NEW JERSEY
SAGE
System for Administering Grants Electronically

Home Portal Home Pre-Applications Applications/Grants Reports Financial Training Materials Organization(s) Profile Logout

SAVE CHECK GLOBAL ERRORS

Back

Document Information: [OFBI14SE2D-001](#)

Details

You are here: > [OFBI Social Enterprise Entrepreneurial Development 2014 Menu](#) > [Forms Menu](#)

EXECUTIVE SUMMARY

Instructions:

- Fields with an * next to them must be completed.
- After entering all information click the SAVE button.
- To proceed to the next page you may click the NEXT button or use the Related Pages section at the bottom of the page.
- To return to the Application menu click the **Application Menu** link above.

Provide an enthusiastic snapshot of your agency, who you are, what you do, and why. Indicate the social issue that the SEV is attempting to address.

0 of 3500

Done

Start Internet 100% 3:42 PM

Inbox - Microsoft Outlook IntelliGrants - Docum... OFBI_2014 DS APPLICA... 2014 OFBI DS T-TA.pptm SEED Project TA Present... OFBI_2014 SEED Proje...



Application Requirements (Cont.)

SECTION 2 Evaluation:

- The SE²D Project is focused on promising SEVs that have sufficient evidence of the effectiveness of their model and organizational capacity to justify at least limited growth as the organizations moves towards proven stage.
- SE²D Project must design a performance measurement system that reports on the indicators identified, the evidence collected and how the collected data determines social impact.



SAGE (evaluation)

IntelliGrants - Document Page - Windows Internet Explorer provided by Office of Treasury Technology

http://demo.agatesoftware.com/IntelliGrants_NJSAGE_Training/ObjectPage2.aspx?pgID=21651&omniParent_omniID=741826&omniID=741194

File Edit View Favorites Tools Help

IntelliGrants Outlook (S) - linda_rivera... ProjectTrax - My Projects Eventbrite - My Events State of New Jersey IntelliGrants IntelliGrants - Docume...

Home Portal Home Pre-Applications Applications/Grants Reports Financial Training Materials Organization(s) Profile Logout

SAVE CHECK GLOBAL ERRORS

Back

Document Information: [OFBI14SE2D-001](#)

Details

You are here: > [OFBI Social Enterprise Entrepreneurial Development 2014 Menu](#) > [Forms Menu](#)

EVALUATION

Instructions:

- Fields with an * next to them must be completed.
- After entering all information click the SAVE button.
- To proceed to the next page you may click the NEXT button or use the Related Pages section at the bottom of the page.
- To return to the Application menu click the **Application Menu** link above.

Design a performance measurement system that reports on the indicators identified, the evidence collected, and how the collected data determines social impact. Provide outcome studies that track participants through a program and measure participants' responses at the end of the program. Provide pre and post test research that determines whether participants have improved on an intended outcome.

0 of 5000

Done

Start Internet 100% 3:42 PM

Inbox - Microsoft Outlook IntelliGrants - Docum... OFBI_2014 DS APPLICA... 2014 OFBI DS T-TA.pptm SEED Project TA Present... OFBI_2014 SEED Proje...



Application Requirements (Cont.)

SECTION 3 Business Plan

The following sections must be addressed in your business plan.

Business Description and Vision

- SEV mission statement;
- SEV vision statement (statement about current and future growth);
- SEV social and business goals and objectives;
- Brief history of the SEV;
 - **SE²D Project II** Overview of the idea and how and why it was developed. How has it changed over time to the idea that your seeking support for.



Application Requirements (Cont.)

Definition of the Market

- Describe the SEV industry and outlook;
- Define the critical needs of your perceived or existing market;
- Identify your target market;
- Provide a general profile of your targeted clients;
- Describe what share of the market you currently have and/or anticipate.

Description of Product and Services

- Specifically describe all of your products and services;
- Explain how your products and services are competitive;
- If applicable, reference a picture or brochure of your products, which would be included in the plan's appendix.



Application Requirements (Cont.)

Organization & Management

- Provide a description of how your SEV is organized as well as an organization chart;
- Identify necessary or special licenses and/or permits your business operates with or needs to operate with
- Provide a brief bio description of key manager that will launch the SEV

Marketing and Sales Strategy

- Identify and describe your market (who your customers/clients are and what the demand is for your product & services);
- Describe your channel of distribution (if applicable);
- Explain your strategy to pricing, promotion, product and place



Financial Requirements

Financial Management

– SE²D Project I

- Balance sheets (last 3 years)
- Income statements (last 3 years)
- Current cash flow statement (2012)

– SE²D Project II

- Estimate of start up costs
- Projected balance sheet (1 year forward)
- Projected income statement (1 year forward)
- Projected cash flow statement (12 months forward)



SE²D I - Financials

IntelliGrants - Document Page - Windows Internet Explorer provided by Office of Treasury Technology

http://demo.agatesoftware.com/IntelliGrants_NJ5AGE_Training/ObjectPage2.aspx?pgcID=21668&omniParent_omniID=741826&omniID=74270

File Edit View Favorites Tools Help

IntelliGrants Outlook (7) - linda_rivera... ProjectTrax - My Projects Eventbrite - My Events State of New Jersey IntelliGrants IntelliGrants - Docume...

SAVE CHECK GLOBAL ERRORS

Instructions:

- Fields with an * next to them must be completed.
- After entering all information click the SAVE button.
- To proceed to the next page you may click the NEXT button or use the Related Pages section at the bottom of the page
- To return to the Application menu click the Application Menu link above.

All files must be 13MB or smaller. Required attachment files that exceed 13MBs may be split into multiple files and uploaded on the miscellaneous attachments form.

Attachments may be uploaded in any of the following file types: doc, pdf, jpg, gif, bmp, txt, avi, wmv, psd, vsd, ppt, xls, mov. Documents saved using the default formats for Microsoft Office 2007 and 2010 (docx, xlsx, pptx, etc.) will not upload. If you have a file in this format, please re-save it to one of the accepted formats. For instructions on how to do this please click [here](#)

Balance Sheet (Last 3 Years)

Year 1 Browse... *

Year 2 Browse... *

Year 3 Browse... *

Income Statement (Last 3 Years)

Year 1 Browse... *

Year 2 Browse... *

Year 3 Browse... *

Cash Flow Statement (12 Months) Browse... *

Financial Management

Done

Start Internet 100% 3:55 PM

Inbox - Microsoft Outlook IntelliGrants - Docum... OFBI_2014 DS APPLICA... 2014 OFBI DS T-TA.pptm SEED Project TA Present... OFBI_2014 SEED Proje...



SE²D II - Financials

IntelliGrants - Document Page - Windows Internet Explorer provided by Office of Treasury Technology

http://demo.agatesoftware.com/IntelliGrants_NUSAGE_Training/ObjectPage2.aspx?pgID=21669&omniParent_omniID=741826&omniID=74271

File Edit View Favorites Tools Help

IntelliGrants Outlook (7) - linda_rivera... ProjectTrax - My Projects Eventbrite - My Events State of New Jersey IntelliGrants IntelliGrants - Docume...

SAVE CHECK GLOBAL ERRORS

You are here: > [OFBI Social Enterprise Entrepreneurial Development 2014 Menu](#) > [Forms Menu](#)

SE2DII FINANCIALS

Instructions:

- Fields with an * next to them must be completed.
- After entering all information click the SAVE button.
- To proceed to the next page you may click the NEXT button or use the Related Pages section at the bottom of the page
- To return to the Application menu click the [Application Menu](#) link above.

All files must be 13MB or smaller. Required attachment files that exceed 13MBs may be split into multiple files and uploaded on the miscellaneous attachments form.

Attachments may be uploaded in any of the following file types: doc, pdf, jpg, gif, bmp, txt, avi, wmv, psd, vsd, ppt, xls, mov. Documents saved using the default formats for Microsoft Office 2007 and 2010 (docx,xlsx, pptx, etc.) will not upload. If you have a file in this format, please re-save it to one of the accepted formats. For instructions on how to do this please click [here](#).

Estimate of Startup Costs Browse... *

Projected Balance Sheet (1 Year Forward) Browse... *

Projected Income Statement (1 Year Forward) Browse... *

Projected Cash Flow (12 Months Forward) Browse... *

Financial Management

Done

Start Inbox - Microsoft Outlook IntelliGrants - Docum... OFBI_2014 DS APPLICA... 2014 OFBI DS T-TA.pptm SEED Project TA Present... OFBI_2014 SEED Proje...

Internet 100% 3:57 PM



Application Requirements (Cont.)

SECTION 4 Budgets

Complete all budget forms included in this RFP on the SAGE system.

- Cost for training must be included in the budget
 - **SE²D Project I: \$700**
 - **SE²D Project II: \$1,400**



Budget Design Considerations

Consider using project funds for the following:

- supplies, equipment, and resources necessary to implement projects and activities;
- Technology (not to exceed \$2,000)
- Salaries
- development and dissemination of curricula, handbooks, instructional videos and other resources to promote and educate school and community participants.
- Mandatory training costs



SAGE (personnel expenses)

IntelliGrants - Document Page - Windows Internet Explorer provided by Office of Treasury Technology

http://demo.agatesoftware.com/IntelliGrants_NJ5AGE_Training/ObjectPage2.aspx?pgelD=216576onnParent_omnID=741826onnID=74200

File Edit View Favorites Tools Help

IntelliGrants Outlook (7) - linda_rivera... ProjectTrax - My Projects Eventbrite - My Events State of New Jersey IntelliGrants IntelliGrants - Docume...

SAVE CHECK GLOBAL ERRORS

You are here: > OFBI Social Enterprise Entrepreneurial Development 2014 Menu > Forms Menu

PERSONNEL EXPENSES

Instructions:

- If you wish to upload an attachment for this schedule, please go directly to the Miscellaneous Attachments page.
- Fields with an * next to them must be completed.
- After entering all information click the SAVE button.
- To add additional personnel with different fringe calculations, click the ADD button.
- After clicking the SAVE button, the calculations will be done.
- To proceed to the next page you may click the NEXT button or use the Related Pages section at the bottom of the page.
- To return to the Application menu click the Application Menu link above.

Fringe Benefit Breakdown

F.I.C.A.	<input type="text"/>	%
Health Insurance	<input type="text"/>	%
Unemployment Insurance	<input type="text"/>	%
Disability Insurance	<input type="text"/>	%
Life Insurance	<input type="text"/>	%
Workers Compensation	<input type="text"/>	%
Pension/Retirement	<input type="text"/>	%
Other (Explain):	<input type="text"/>	%
Total		%

Position Title	Staff Name	Annual Salary	Standard Weekly Hours	Weekly Hours on Project	% of Weekly Work Time On Project	Grant Funds Requested From State	Match	Total Funds Needed
					%			\$0
					%			\$0

Done

Start Internet 100% 3:51 PM

Inbox - Microsoft Outlook IntelliGrants - Docum... OFBI_2014 DS APPLICA... 2014 OFBI DS T-TA.pptm SEED Project TA Present... OFBI_2014 SEED Proje...



SAGE (consultants/contractors)

IntelliGrants - Document Page - Windows Internet Explorer provided by Office of Treasury Technology

http://demo.agatesoftware.com/IntelliGrants_NUSAGE_Training/ObjectPage2.aspx?pgID=21658&omniParent_omniID=741826&omniID=74201

File Edit View Favorites Tools Help

IntelliGrants Outlook (7) - linda_rivera... ProjectTrax - My Projects Eventbrite - My Events State of New Jersey IntelliGrants IntelliGrants - Docume...

Training Materials | Organization(s) | Profile | Logout

SAVE CHECK GLOBAL ERRORS

Back

Document Information: [OFBI14SE2D-001](#)

Details

You are here: > [OFBI Social Enterprise Entrepreneurial Development 2014 Menu](#) > [Forms Menu](#)

CONSULTANTS/CONTRACTORS

Instructions:

- If you wish to upload an attachment for this schedule, please go directly to the Miscellaneous Attachments page.
- Fields with an * next to them must be completed.
- After entering all information click the **SAVE** button.
- To add additional Consultant Service click the **ADD** button.
- After clicking the **SAVE** button, the calculations will be done.
- To proceed to the next page you may click the **NEXT** button or use the Related Pages section at the bottom of the page.
- To return to the Application menu click the **Application Menu** link above.

Only services which provide direct program or client benefit and are contracted for on a cost per client, percentage or time, or number of hours basis. Examples of consultant services: accounting, medical, psychological, psychiatric, and other professional services. A copy of individual agreements will be required if an award is made. All consultants are subject to approval by OFBI.

Do consultant services demonstrate a true employer/non-employee relationship as per IRS regulations? * ☐ Yes ☐ No

Description of Consultant Service to be Provided	Basis for Cost Estimate	Cost Estimate	Grant Funds Requested From State	Match	Total Funds Needed
					\$0

Done

Start Inbox - Microsoft Outlook IntelliGrants - Docum... OFBI_2014 DS APPLICA... 2014 OFBI DS T-TA.pptm SEED Project TA Present... OFBI_2014 SEED Proje...

Internet 100% 3:51 PM



SAGE (other cost categories)

IntelliGrants - Document Page - Windows Internet Explorer provided by Office of Treasury Technology

http://demo.agatesoftware.com/IntelliGrants_NJ/SAGE_Training/ObjectPage2.aspx?pgID=21659&omniParent_omniID=741826&omniID=74202

File Edit View Favorites Tools Help

IntelliGrants Outlook (7) - linda_rivera... ProjectTrax - My Projects Eventbrite - My Events State of New Jersey IntelliGrants IntelliGrants - Docume... Page Safety Tools

Training Materials | Organization(s) | Profile | Logout

SAVE CHECK GLOBAL ERRORS

Back

Document Information: OFBI14SE2D-001

Details

You are here: > OFBI Social Enterprise Entrepreneurial Development 2014 Menu > Forms Menu

OTHER COST CATEGORIES

Instructions:

- Fields with an * next to them must be completed.
- After entering all information click the SAVE button.
- After clicking the SAVE button, the calculations will be done.
- To add additional other costs click the ADD button.
- To proceed to the next page you may click the NEXT button or use the Related Pages section at the bottom of the page
- To return to the Application menu click the Application Menu link above.

Costs associated with personnel expenses should be in the personnel section.

Other Cost Categories (Specify)	Justification for Cost	Cost Estimate	Grant Funds Requested From State	Match	Total Funds Needed	Attachments
<div>Other Cost Categories (Specify)</div> <div>If other selected, list below:</div> <div>0 of 250</div>	<div>Justification for Cost</div> <div>0 of 500</div>				\$0	<div>Browse...</div>

Done

Start Internet 100% 3:52 PM

Inbox - Microsoft Outlook IntelliGrants - Docum... OFBI_2014 DS APPLICA... 2014 OFBI DS T-TA.pptm SEED Project TA Present... OFBI_2014 SEED Proje...



SAGE (Overall budget)

IntelliGrants - Document Page - Windows Internet Explorer provided by Office of Treasury Technology

http://demo.agatesoftware.com/IntelliGrants_NJ5AGE_Training/ObjectPage2.aspx?pgID=21660&onnParent_omnID=741826&onnID=74203

File Edit View Favorites Tools Help

IntelliGrants Outlook (7) - linda_rivera... ProjectTrax - My Projects Eventbrite - My Events State of New Jersey IntelliGrants IntelliGrants - Docume...

SAVE CHECK GLOBAL ERRORS

Instructions:

- Please complete the the information related to the Indirect Cost if applicable.
- After entering all information click the SAVE button.
- After clicking the SAVE button, the numerical values and calculations will be populated.
- To proceed to the next page you may click the NEXT button or use the Related Pages section at the bottom of the page
- To return to the Application menu click the Application Menu link above.

NOTE: You must resave this form in order to populate the most current budget information.

Cost Category	Grant Funds Requested from State	Required Match 50%	Total Funds Needed
Personnel Costs	\$0	\$0	\$0
Fringe Benefits	\$0	\$0	\$0
Consultants/ Contractors	\$0	\$0	\$0
Travel	\$0	\$0	\$0
Space Rental	\$0	\$0	\$0
Equipment Rental/Purchase	\$0	\$0	\$0
Consumable Supplies	\$0	\$0	\$0
Other	\$0	\$0	\$0
Total Direct Cost	\$0	\$0	\$0
Indirect Cost Percentage (See Note Below)		%	
Indirect Cost			
Total Costs			\$0

NOTE: An indirect cost allowance may be rewarded to any applicant provided that state or federal legislation does not prohibit it and that the applicant has an established indirect cost rate. Do you have an established indirect cost rate? ☒ Yes ☐ No

If yes, attach a letter stating approved rate, period of time, base to which rate is applied, and enter above amount of indirect cost requested for proposed grant.

Browse...

Done

Start Internet 100% 3:52 PM

Inbox - Microsoft Outlook IntelliGrants - Docum... OFBI_2014 DS APPLICA... 2014 OFBI DS T-TA.pptm SEED Project TA Present... OFBI_2014 SEED Proje...



Application Requirements (Cont.)

SECTION 5 Required Appendices

- Copy of Certificate of Incorporation;
- Copy of IRS 501(c)3 Status Determination Letter;
- Board Resolution ;
- Letters of Support from each of your social purpose alliance partners;
- State of New Jersey W-9 Questionnaire;
- Copy of Most Current Certificate of Standing:



Application Requirements (Cont.)

SECTION 6 Required Appendices

Please attach the following required appendices under the Appendices section in SAGE:

- Letter from banking institution indicating that the 25 percent cash match is available as of May 2, 2013;
- SEV brochures;
- Resume of key employees that will support the SEV;
- List of business equipment the support the SEV (if applicable);
- Copies of press articles and advertisements relative to the SEV;
- Pictures and location and products of the SEV;
- Information supporting the growth of the SEV to address the identified social issue being addressed;
- Key SEV agreements, such as lease, contracts, etc.
- Job description and resume of key personnel (executive leadership, fiscal management, program staff)



Acceptable Attachment File Size and Types

- SIZE: **13 MB** for a single file
- File types supported by SAGE for attachments (**.doc, .pdf, .jpg, .gif, .bmp, .txt, .avi, .wmv, .psd, .vsd, .ppt, .xls, .mov**)
- Microsoft Office 2007 formats (**xlsx, docx, etc.**) **are now accepted.**



SAGE (required appendices)

IntelliGrants - Document Page - Windows Internet Explorer provided by Office of Treasury Technology

http://demo.agatesoftware.com/IntelliGrants_NJ/SAGE_Training/ObjectPage2.aspx?pgID=21664&omniParent_omniID=741826&omniID=74207

File Edit View Favorites Tools Help

IntelliGrants Outlook (7) - linda_rivera... ProjectTrax - My Projects Eventbrite - My Events State of New Jersey IntelliGrants IntelliGrants - Docume... x

SAVE CHECK GLOBAL ERRORS

Instructions:

- Fields with an * next to them must be completed.
- After entering all information click the SAVE button.
- To proceed to the next page you may click the NEXT button or use the Related Pages section at the bottom of the page
- To return to the Application menu click the Application Menu link above.

All files must be 13MB or smaller. Required attachment files that exceed 13MBs may be split into multiple files and uploaded on the miscellaneous attachments form.

Attachments may be uploaded in any of the following file types: doc, pdf, jpg, gif, bmp, txt, avi, wmv, psd, vsd, ppt, xls, mov. Documents saved using the default formats for Microsoft Office 2007 and 2010 (docx, xlsx, pptx, etc.) will not upload. If you have a file in this format, please re-save it to one of the accepted formats. For instructions on how to do this please click [here](#)

NOTE: The job descriptions and resumes of key personnel (executive leadership, fiscal management, program staff) should be uploaded on the Appendices form.

Copy of Certificate of Incorporation Browse... *

Copy of IRS 501(c)3 Status Determination Letter Browse... *

Board Resolution Browse... *

Three Letters of Support Browse... *
 Browse... *
 Browse... *

W-9 Form Browse... *

Done

Start Internet 100% 3:53 PM

Inbox - Microsoft Outlook IntelliGrants - Docum... OFBI_2014 DS APPLICA... 2014 OFBI DS T-TA.pptm SEED Project TA Present... OFBI_2014 SEED Proje...



SAGE (appendices)

IntelliGrants - Document Page - Windows Internet Explorer provided by Office of Treasury Technology

http://demo.agatesoftware.com/IntelliGrants_NJ/SAGE_Training/ObjectPage2.aspx?pgID=21647&omniParent_omniID=741826&omniID=74183

File Edit View Favorites Tools Help

IntelliGrants Outlook (7) - linda_rivera... ProjectTrax - My Projects Eventbrite - My Events State of New Jersey IntelliGrants IntelliGrants - Docume...

STATE OF NEW JERSEY
SAGE
System for Administering Grants Electronically

Home Portal Home Pre-Applications Applications/Grants Reports Financial Training Materials Organization(s) Profile Logout

SAVE CHECK GLOBAL ERRORS

Back

Document Information: [OFBI14SE2D-001](#)

Details

You are here: > [OFBI Social Enterprise Entrepreneurial Development 2014 Menu](#) > [Forms Menu](#)

APPENDICES

NOTE: The job descriptions and resumes of key personnel (executive leadership, fiscal management, program staff) should be uploaded on this form.

Instructions:

- After entering all information click the SAVE button.
- To add an additional Miscellaneous Attachments form click the ADD button.

All files must be 13MB or smaller. Required attachment files that exceed 13MBs may be split into multiple files and uploaded on the miscellaneous attachments form.

Attachments may be uploaded in any of the following file types: doc, pdf, jpg, gif, bmp, txt, avi, wmv, psd, vsd, ppt, xls, mov. Documents saved using the default formats for Microsoft Office 2007 and 2010 (docx, xlsx, pptx, etc.) will now upload.

Description

Description

Done

Start Internet 100% 3:53 PM

Inbox - Microsoft Outlook IntelliGrants - Docum... OFBI_2014 DS APPLICA... 2014 OFBI DS T-TA.pptm SEED Project TA Present... OFBI_2014 SEED Proje...



APPLICATION SUBMISSION

- Applications must be submitted on the SAGE online system.
- Deadline is:
04:59 PM on June 20, 2013
- Paper nor faxed applications will be accepted!



SECTION 3

COMPLETING THE APPLICATION



Review of Applications

Program Procedures:

- Applications are submitted to the OFBI on the System for Administering Grants Electronically (SAGE) and reviewed by an outside independent panel. Final determinations will be made by the Director. Recommendation for funding is based solely on the merit of the application. **Applications that are rated 69 percent or lower will not be recommended for funding.** Award and denial letters are e-mailed to the appropriate organizations via the SAGE system.
- **OFBI funding period is from July 1, 2013 to June 30, 2014.**



Application Checklist

- **Make sure you include all items in the application!**
- **Those with missing sections will be deemed ineligible and will not be forwarded for review.**



REMINDERS

APPLICATION SUBMISSION DUE DATE

04:59PM on Thursday, June 20, 2013



GOOD LUCK
TO ALL OF
YOU!!!





Edward LaPorte, Executive Director

Telephone: 609-292-9808

E-Mail: edward.laporte@sos.state.nj.us

Linda V. Rivera, Program Officer

Telephone: 609-777-4134

E-Mail: linda.rivera@sos.state.nj.us

Kyesha Harris, Program Officer

Telephone: 609-341-2737

E-Mail: kyesha.harris@sos.state.nj.us